

3 June 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-655-1


SUBJECT: Flagging Records on Emergency Cases

*PAD in appropriate  
+ ICD for 37-17*

1. The Chief, ~~Employee Services Division~~, is primarily responsible for coordinating appropriate actions when an employee is under Agency charges, becomes mentally ill, is in the hands of civil authorities, or is involved in other circumstances of an unusual nature which may affect his status with the Agency. When an individual is in this type of situation, close scrutiny must be given to any action to be taken by the Agency.

2. In order to insure that routine personnel actions affecting such individuals are not taken without full consideration of the circumstances, the Chief, ESD, will advise the Chief, Processing and Records Division, of each such case. The Chief, PRD, or his designee will insert card Form 37-197 in the appropriate space in the Position Inventory file to insure that any proposed action is brought to his attention prior to processing. The Chief, PRD, with the Chief, ESD, will determine whether processing of actions should be suspended or completed.

3. Form 37-197 will remain in the Position Inventory until formal action is taken to complete the case or until the Chief, ESD, advises the Chief, PRD, that the problem situation has been resolved.

  
Deputy Assistant Director  
for Personnel

25X1A

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